



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

DATE: September 29, 2010

SPED 10-04

TO: Special Education Directors
Charter School Administrators
Secure Care Facility Administrators

FROM: Colette E. Chapman, Deputy Associate Superintendent
Exceptional Student Services/Arizona Department of Education

Peggy Staples, Data Management Specialist
Exceptional Student Services/Arizona Department of Education

SUBJECT: **10/01/10 Federal Special Education Child Count Verification and SAIS Reconciliation**

Verification of your **October 1, 2010** federal special education child count will be done via an automated process using a web-based application available to Public Education Agencies (PEAs). This web-based application is accessible through ADE's Common Logon System. The Common Logon page can be accessed by either going to the ADE website at: www.ade.az.gov and clicking on the Common Logon link or directly at www.ade.az.gov/commonlogon/. From this online application entitled ESS Census Verification, you will be able to access your October 1, 2010 verification letter and SPED07 report for FY 2011 (available after the verification letter due date). A hard copy of the verification letter, with signature from the special education director, business manager or superintendent/charter school director must be submitted to ADE/ESS by all PEAs. ***Failure to do so may result in an interruption of your federal funds and may impact your PEA determination.***

This process will commence on October 4, 2010 and the instructions on how to complete this verification process will be available on the home page of the application.

In addition to verifying your 10/01/10 special education counts, IDEA requires a count of **all** students enrolled in private schools within a **district's** boundaries and those who were homeschooled on 10/01/10. This figure will be used to calculate LEA entitlement allocations for FY 2013. Please note that if your district shares a boundary with another district, you are only required to report for the grades your district serves.

Verification letters are due to ADE/ESS by **Friday, November 19, 2010**.
SPED participation data are due in SAIS by **Friday, December 31, 2010**.
Verified counts must be reconciled in SAIS by **Friday, January 7, 2011 at 4:00pm**.

If you have any questions or concerns regarding this verification/reconciliation process, please contact:

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OR

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cc: Yousef Awwad, Director, School Finance
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Teasie Colla, Program Specialist, Juvenile Justice Services Division
DeAnna Rowe, Executive Director, Charter School Board
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ESS Specialists
County Superintendents
County Jails